

**INDIANA PUBLIC DEFENDER COUNCIL (IPDC)**  
**Position Description**

**POSITION TITLE:** Mental Health and Addictions Specialist

**REPORTS TO:** Mr. Don Murphy, IPDC

**SUPERVISES:** N/A

**POSITION PURPOSE:** The Mental Health and Addiction Specialist shall provide services to the Indiana Public Defender Council as an independent contractor providing services to twelve (12) designated Indiana counties through a ten (10) month, grant funded program. The Mental Health and Addiction Specialist shall support the individual offices by working to help them identify and assess mental illness and addiction needs; assess a client's appropriateness for treatment and the chances of successful completion of a treatment program; and identify and assess treatment and wraparound support services available in the community. Wraparound support services including vocational services, housing and transportation assistance, community support services, and mental health and substance abuse treatment. The Mental Health and Addictions Specialist shall appropriately refer and direct individuals into services through the Indiana Recovery Works Program by working in collaboration with the criminal justice system, the Indiana Judicial system, and community mental health providers.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

The Mental Health and Addiction Specialist shall possess one of the following professional designations through the Indiana Behavioral Health and Human Services Licensing Board:

- Licensed Clinical Addiction Counselor (LCAC)
- Licensed Clinical Social Worker (LCSW)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Mental Health Counselor (LMHC)

The successful candidate must be comfortable providing training and education on mental health and addiction treatment to lawyers in small groups. The Mental Health and Addiction Specialist shall:

1. Have knowledge of evidence-based treatment and recovery wrap-around support services;
2. Have knowledge of appropriate clinical treatments;
3. Have knowledge of available referral resources within communities;
4. Have knowledge on ways to access the appropriate and available mental health treatment and wraparound support services for individuals who have entered the criminal justice system;
5. Have successfully worked with low-income clients with mental health and addiction needs;

6. Have familiarity with the Indiana Healthy Indiana Plan, the State Medicaid program, and Indiana's criminal justice system.

**SALARY RANGE:** \$40,000.00 - \$48,000.00 on an annual basis, depending on experience.

**MINIMUM QUALIFICATIONS:**

The successful Mental Health and Addictions Specialist shall possess a minimum of Master's degree from an accredited college and licensed by the Indiana Behavioral Health and Human Services Licensing Board as a LCAC, LCSW, LMFT, or LMHC. The successful applicant shall:

1. Understand that work schedules may require occasional evening and weekend hours as dictated by organizational needs.
2. Be able to travel, including some overnight stays near the twelve Public Defenders Offices throughout Indiana.
3. Possess a valid driver's license. Possess good problem solving skills, as well as excellent written and verbal communication and marketing skills.
4. Have knowledge and skills in MSOffice products, including Word, Excel, and PowerPoint; and
5. Be able to maintain professional rapport with public defenders and their clients, elected officials, corporate partners, community/business leaders, and the general public.

**Send Resumes to:**

**Don Murphy**

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